

Charity registration number 221526

CRANFORD COTTAGE HOMES
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

CRANFORD COTTAGE HOMES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs Rosemary Vallintine
Stan Streather
Father Michael Gill

Charity number

221526

Independent examiner

Azets
Elizabeth House
13-19 London Road
Newbury
Berkshire
United Kingdom
RG14 1JL

CRANFORD COTTAGE HOMES

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CRANFORD COTTAGE HOMES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their annual report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

- Provide almshouses for the poor aged persons with a preference given to persons who have been inhabitants of the area of the former parish of Cranford for not less than twenty years preceding appointment.
- Provide almshouse accommodation for independent living, the warden lives on site to provide emergency care.
- Offer accommodation to new residents following relocation of existing residents to nursing homes when unable to any longer look after themselves.
- Ongoing care of existing residents.
- Maintain and upgrade residences and grounds as required.

There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

During the year there have been the following achievements:

1. Offered accommodation to new residents following relocation of existing residents to nursing homes when unable to any longer look after themselves.
2. Ongoing care of existing residents.
3. Maintained and upgraded residences and grounds as required.

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mrs Rosemary Vallintine
Stan Streather
Father Michael Gill

CRANFORD COTTAGE HOMES

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Governance of the company is effected by 3 trustees (including a Chair) nominated by Trustees from the local community.

Rector of Cranford Parish traditionally holds the position of Chairman.

Other Trustees are appointed by existing Trustees from the local community.

Clerk to the Trustees deals with the administration of Cranford Cottages Homes.

Two trustees nominated from London Borough of Hounslow and London Borough of Hillingdon are responsible for the policies and procedures adopted for the induction and training of trustees.

The management company deals with day to day maintenance, repairs and collections of rents & the warden/ caretaker lives on site.

Supplier payment policy

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to XX day's purchases, based on the average daily amount invoiced by suppliers during the year.

The Trustees' report was approved by the Board of Trustees.

Stan Streater

Father Michael Gill

14 August 2022

CRANFORD COTTAGE HOMES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CRANFORD COTTAGE HOMES

I report to the trustees on my examination of the financial statements of Cranford Cottage Homes (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Azets

Azets

Elizabeth House
13-19 London Road
Newbury
Berkshire
RG14 1JL
United Kingdom

Dated: *25 October 2022*

CRANFORD COTTAGE HOMES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Unrestricted funds 2020 £
	Notes		
<u>Income from:</u>			
Charitable activities	2	88,927	86,442
Investments	3	1	44
		<hr/>	<hr/>
Total income		88,928	86,486
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Charitable activities	4	117,277	104,231
		<hr/>	<hr/>
Net gains/(losses) on investments	8	9,010	(4,727)
		<hr/>	<hr/>
Net movement in funds		(19,339)	(22,472)
		<hr/>	<hr/>
Fund balances at 1 April 2020		161,639	184,111
		<hr/>	<hr/>
Fund balances at 31 March 2021		142,300	161,639
		<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

CRANFORD COTTAGE HOMES

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	9		229,195		229,195
Investments	10		29,396		32,386
			<u>258,591</u>		<u>261,581</u>
Current assets					
Debtors	11	2,378		2,000	
Cash at bank and in hand		9,729		27,394	
		<u>12,107</u>		<u>29,394</u>	
Creditors: amounts falling due within one year	13	(5,852)		(5,583)	
Net current assets			6,255		23,811
Total assets less current liabilities			264,846		285,392
Creditors: amounts falling due after more than one year	14		(122,546)		(123,753)
Net assets			<u>142,300</u>		<u>161,639</u>
Income funds					
Unrestricted funds - general			142,300		161,639
			<u>142,300</u>		<u>161,639</u>

The financial statements were approved by the Trustees on 14 August 2022

Stan Streather
Trustee

Father Michael Gill
Trustee

CRANFORD COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Cranford Cottage Homes is a registered charity in England and Wales, The charity address is 99 Firs Drive, Hounslow, TW5 9TB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity.

Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

CRANFORD COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Not depreciated
-----------------------------	-----------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

CRANFORD COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Charitable activities

	2021 £	2020 £
Charitable rental income	88,927	86,442

3 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	1	44

4 Charitable activities

	2021 £	2020 £
Day to day maintenance	58,857	36,048
Services	38,760	45,746
	97,617	81,794
Share of governance costs (see note 5)	19,660	22,437
	117,277	104,231

CRANFORD COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Support costs	Support Governance costs £	Support Governance costs £	2021 £	Support Governance costs £	2020 £	Basis of allocation
Legal and professional	-	-	-	-	444	Governance
Management fees	-	4,209	4,209	-	4,209	Governance
Insurance	-	1,942	1,942	-	2,010	Governance
Mortgage interest	-	11,829	11,829	-	11,927	Governance
Accountancy	-	1,680	1,680	-	3,840	Governance
		19,660	19,660	-	22,437	
Analysed between						
Charitable activities	-	19,660	19,660	-	22,437	

CRANFORD COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

7 Employees

The average monthly number of employees during the year was:

2021 Number	2020 Number
1	1

There were no employees whose annual remuneration was more than £60,000.

8 Net gains/(losses) on investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Revaluation of investments	9,010	(4,727)

9 Tangible fixed assets

	Freehold land and buildings £
Cost	
At 1 April 2020	229,195
At 31 March 2021	229,195
Carrying amount	
At 31 March 2021	229,195
At 31 March 2020	229,195

CRANFORD COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

10 Fixed asset investments

	Unlisted investments £
Cost or valuation	
At 1 April 2020 & 31 March 2021	32,386
Carrying amount	
At 31 March 2021	32,386
At 31 March 2020	32,386

11 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	2,378	2,000

12 Loans and overdrafts

	2021 £	2020 £
Other loans	123,678	124,785
Payable within one year	1,132	1,032
Payable after one year	122,546	123,753

13 Creditors: amounts falling due within one year

	2021 £	2020 £
Borrowings	1,132	1,032
Other creditors	1,120	711
Accruals and deferred income	3,600	3,840
	5,852	5,583

14 Creditors: amounts falling due after more than one year

	2021 £	2020 £
Borrowings	122,546	123,753

CRANFORD COTTAGE HOMES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

15 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Cranford Cottage Homes

No (if any)
221526

CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Rent from charitable activities	29,574	-	-	29,574	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	29,574	-	-	29,574	-
A2 Asset and investment sales, (see table).					
Cash in M&G	12,000	-	-	12,000	-
	-	-	-	-	-
Sub total	12,000	-	-	12,000	-
Total receipts	41,574	-	-	41,574	-
A3 Payments					
Cost of charitable activities	44,385	-	-	44,385	-
Governance costs	14,855	-	-	14,855	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	59,240	-	-	59,240	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	59,240	-	-	59,240	-
Net of receipts/(payments)	17,666	-	-	17,666	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,395	-	-	27,395	-
Cash funds this year end	9,729	-	-	9,729	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Balances	27,395	-	-
		-	-	-
		-	-	-
	Total cash funds	27,395	-	-
	(agree balances with receipts and payments account(s))	Agreement Email	OK	OK

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
Cash with letting agent	2,379	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Freehold property	Unrestricted	137,475	229,195
	M&G Investment Funds	Unrestricted	131,270	29,396
			-	-
			-	-
			-	-

[illegible]

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Mortgage	Unrestricted	123,679	
			-	
			-	
			-	
			-	

Signed by one or two trustees on
behalf of all the trustees

Signature

Print Name _____

Date of approval

Father Michael Gill
Stanley John Streather

14.8.2022

14.8.2022



Trustees' Annual Report for the period

From 01.04.20

To

31.3.21

Charity name: Cranford Cottage Homes

Charity registration number: 221526

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Almhouses for the poor aged persons with a preference given to persons who have been inhabitants of the area of the former parish of Cranford for not less than twenty years preceding appointment.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provide almhouse accommodation for independent living. Warden lives on site to provide emergency care. Offered accommodation to new residents following relocation of existing residents to nursing homes when unable to any longer look after themselves. Ongoing care of existing residents. Maintain and upgrade residences and grounds as required.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Offered accommodation to new residents following relocation of existing residents to nursing homes when unable to any longer look after themselves.</p> <p>Ongoing care of existing residents.</p> <p>Maintain and upgrade residences and grounds as required.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity made a loss this year however the reserves are still adequate to maintain the financial position going forward.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	To keep the charity functioning and ensure properties are maintained in good order.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Rents are the main source of income
Investment policy and objectives including any social investment policy adopted	Para 1.46	Interest from investments for emergency repair fund and cyclical maintenance
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Scheme of 13.6.1983
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust Administered by Trustees
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Nominated by Trustees from the local community

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Two trustees nominated from London Borough of Hounslow and London Borough of Hillingdon
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Rector of Cranford Parish traditionally holds the position of Chairman Other Trustees appointed by Existing Trustees from local community Clerk to the Trustees deals with the administration of Cranford Cottages Homes
Relationship with any related parties	Para 1.51	Warden/caretaker lives on site Management company deals with day to day maintenance, repairs and collections of rents
Other		

Reference and Administrative details

Charity name	Cranford Cottage Homes
Other name the charity uses	
Registered charity number	221526
Charity's principal address	99 Firs Drive Cranford, Hounslow, Middlesex TW5 9TB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Michael John Gill	Chairman		Trustee
2	Mr Stanley Streather	Vice Chairman		Trustee
3	Mrs Rosemary Vallintine	Trustee		Trustee
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
NONE		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NONE		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Building and Maintenance	HML Shaw	First Floor, 9-11 The Quadrant, Richmond, Surrey
		TW9 1BP

Name of chief executive or names of senior staff members (Optional information)

Mrs Linda Rattledge

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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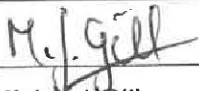
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Father Michael Gill	Stanley John Streather
Position (eg Secretary, Chair, etc)	Chairman	Vice Chairman
Date	14 th August 2022	